




United States Department of Agriculture

Office of the Secretary
Washington, D.C. 20250

TO: Subcabinet Officials
Agency Heads
Deputy Administrators for Management
Chief Information Officers

FROM: Boyd K. Rutherford
Assistant Secretary for Administration


DEC 03 2007

Charles R. Christopherson, Jr.
Chief Financial Officer
Chief Information Officer


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SUBJECT: Fiscal Year (FY) 2008 Computer Security Awareness Training (CSAT)
and Privacy Basics Training

The Federal Information Security Management Act (FISMA) of 2002 and Office of Management and Budget guidance require Computer Security Awareness Training (CSAT) and Privacy training for all employees and contractors. The FY 2008 courses will be delivered through on-line training (Aglearn), compact disk (CD) or hardcopy.

All USDA employees and contractors are required to complete the CSAT and Privacy training by March 31, 2008. Employees that will be out of the office for 120 days or more must contact their Information System Security Program Managers (ISSPM) and Aglearn Administrator to have their accounts deactivated. Upon return and completion of the training, the accounts may be reactivated. Agencies must remove network access for any employee or contractor that has not completed the required training until such time as the training is completed.

The USDA Computer Security Awareness Training FY 2008 and USDA Privacy Basics FY08 courses are available on the Department's Aglearn training site. The delivery method for this training was established in Aglearn based on how the employee took the course last year. If an employee's information needs to be corrected on the delivery method, the employee should contact their ISSPM. All training (including CD and paper-based) for these courses will be tracked in the Aglearn system, and only the information from the Aglearn system will be reported on the Department's Cyber Security scorecard.

CD and hardcopy versions will be made available to the agency ISSPMs for distribution for those employees approved to take the course by either CD or hardcopy. Waiver requests must be completed and submitted to cyber.communication@usda.gov for all employees or contractors using the CD or hardcopy to complete the training.

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The Office of the Chief Information Officer (OCIO) will conduct monthly meetings with agency Aglearn leads and administrators and the Aglearn Team to discuss concerns or issues being encountered by the agencies. OCIO also plans to issue monthly status reports to the agency Aglearn administrators and ISSPMs.

Additional general instructions will be distributed via email to all CIOs and ISSPMs.

If you have any questions or concerns, please contact cyber.communication@usda.gov or the Office of Cyber Security at (202) 690-0048.